



RECORD OF MEETING

TASK GROUP NAME:	Workforce Development Sub-group
CHAIRPERSON:	Joyce Lorimer – Service Manager
DATE OF MEETING:	22 May 2017
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Carol Sheridan - Senior Organisational Development – Training (MC) Susan Stronach - GIRFEC Partnership Officer Lynsey Murray - Recovery Pathways Redesign Lead Susan Thom - Area Public Health Officer (NHS) Vicky Stables - Police Scotland Lucy Skea - NHS Grampian Linda McKerron - NHS Grampian
ATTENDING:	George Flett - Aberlour Youth Point Moray Kelly Donnachie - Manager Guildry House (SACRO) Emma Johnston - Service Co-ordinator (Arrows) David Munro - Housing Services Manager (MC) Chris Page - Partnership Development Officer (MC)
IN ATTENDANCE:	Paul Johnson – MADP Lead Officer
MINUTES:	Louise McKenzie – Administrator

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome & Apologies	Joyce welcomed the group. Apologies noted as above.	
2. Previous Minutes and Matters Arising	The previous minutes were approved by the group. With regards to obtaining data from the Police concerning young people caught in possession this is currently being worked on in relation to a piece of work in connection with Community Justice focussing on crimes where alcohol or drugs has	

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	been a factor and what type of crimes are being committed. Suzanne Wilson, RIO at Community Safety is involved in this piece of work.	
3. Training Needs Analysis Update	<p>Scottish Drugs Forum undertook an in depth Training Needs Analysis on behalf of MADP.</p> <p>The themes that have come out from the analysis are:</p> <ul style="list-style-type: none"> • Basic drug awareness raising is essential • Focus on mental health and learning support colleagues • Children & Young People • Enhance/develop skills (level 4) <p>Paul produced a briefing for the group highlighting alcohol and drug awareness training which has already been delivered and training which is pending.</p> <p>During discussion of the Training Needs Analysis the following actions have been suggested for consideration and actioning:</p> <ul style="list-style-type: none"> • Training for trauma • Help inform/raise awareness to frontline staff (not drug workers) through frontline forums • Produce a brochure about systems and the referral process explaining what happens behind the front door. • More joined up working with the Wellbeing Hub • Promote engagement • Produce process maps and distribute to universal services • Make capacity within the budget for delivering training • Strategic buy in – have a dedicated workforce development resource for stage 1 that would be used by all staff • Identify specifically what training we would like to deliver • Further clarification and negotiation with SDF is required • Look at how services and partner agencies can share their skills • Find out from SDF what is available within the 4 days free training the offer to ADP's. (It was agreed that this would be followed up prior to the next meeting) • Identify improvement activities across Moray • Send information to GP Link Workers • Look at internal resources • Look at having a similar consistent approach for young people as for adults who access services through Arrows. • Work with LMG's • Find out what is being seen by schools, agencies, Community Warden for Young People and what is being done on the ground. <p>With regards to Children and Young People Paul informed that he has met with Jen O'Hagan – Continuous Improvement Officer and Iain MacDonald – Children's Wellbeing Manager and given them both information on neglect related to drug and alcohol usage. Joyce suggested that the Children and Young People Sub-group do a piece of work and put forward a proposal to the MADP.</p>	

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4. What training is required following CPP Inspection for working with parents who misuse substances	Training following the CPP Inspection will be taken forward through the Children and Young Peoples sub-group.	
5. What are partners delivering/single agency training.	George informed that Aberlour Youth Point Moray will not be delivering any training on alcohol and drugs. Arrows receive a lot of requests for training from other organisations which they pass to the MADP. At present we are not ready to involve Service Users in community training.	
6. What are partners delivering FOC	Scottish Drugs Forum is offering 4 days free training. Prior to the next meeting Paul will find out exactly what is available.	PJ
7. Strategy Update & Next Steps		
8. Service User Views	Paul is linking into the Arrows Service User Group. He will attend the June meeting. He will talk to service users as a starting point then look at how to take things forward.	PJ
9. Date of next meeting	Monday 21 August 2017, 2pm at 9 North Guildry Street, Elgin	

Actions

Ask Carol Sheridan, Training Team along to the next meeting.

Look at core free training from SDF.

Paul to send Kelly, SACRO Iain MacDonald's contact details.

Follow up with SDF regarding 4 days free training – what is included.

Joyce to send Louise at ADP information on mental health to disseminate to partner agencies.

MADP to offer support to children's services as they see fit.

Table briefing at the Children and Young People Sub-group meeting.